

## **Summary Report of Committee Meeting**

**September 11, 1998**

**Glasgow**

**DRH Meeting**

**Present:** Chuck Bearden, David Green, Daniel Pitti, Chris Powell, Harold Short.

This was a small meeting at which we attempted to begin sketching out some details of how data entry would take place. We were pleased to welcome Chuck Bearden, new to Rice University and this project. This was also Chris Powell's first meeting.

To begin with it was thought best to create a form letter that the cataloguers would send out to project directors. They would then enter material from the form, supplemented with information gathered via telephone.

Controlled vocabularies would be used for subject (see Pamela's suggested list) and "Object Type".

Our list of funders with project information to kick-start this includes the NEH, Mellon, LC/Americitech, IMLS, and in the UK: leverhulme, AHRB and JISC.

Harold Short would be applying to AHRB for funds for the the UK component of the project.